

# Aviation Education

Compliance with OPM-22

**A copy of this form and substantiating documentation to be sent to DOI Aviation Management (AM) every 2 years .**

(Substantiating documentation means information, certificates of completion, or other documentation to verify that the course or class has been completed). **Begin charting after January 2004.**

NAME \_\_\_\_\_ AGENCY \_\_\_\_\_

**2 YEAR PERIOD COVERED:** Beginning date \_\_\_\_\_ Ending date \_\_\_\_\_

OPM-22 summary:

1. Aviation Conference and Education (ACE) during the first 12 months of DOI aviation employment.
2. ACE in-person or online (computer based training) every 4 years. (See OPM-22 Appendix A)
3. 30 Credit hours of aviation-related training every 2 years. (See OPM-22 Appendix A)

Education Activity	Mo/Yr	
Began DOI Aviation Career		
Completed ACE in-person first 12 mos.		Note only on first submission after beginning employment.
Completed 30 credit hours		Required every 2 years.
Completed ACE in-person or online		Required every 4 years.

List below the courses or classes to accumulate 30 credit hours.

Month/Year	Course Name/Certificate	Credit Hours Awarded

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date